



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Vocational Education Division of Vocational Instruction Trade and Industrial Education Unit Atlanta, Georgia	Application Number 81-324-A	
Application Number		Date Received JUL 6 1981	Date Completed JUL 22 1981
2. Person to Contact Earl Williams		Working Title State Supervisor	Telephone Number 656-2554
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 81-324 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1976 Latest To date		5. Records Series Title (followed by title used in office; if different) TRADE AND INDUSTRIAL EDUCATION ADMINISTRATIVE FILES	
6. Division and Office Function		What is the function of the Division and the Office in which this record series is created? <u>NO CHANGE</u>	
7. Record Series Description Documents relating to: Included are: File is arranged:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. <u>NO CHANGE</u>	
8. Monthly Reference Rate One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?		How often are records referred to which are:	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>1</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) 1 year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

NOTE CHANGE

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	<u>7/1/81</u>	<i>Walker L. Baumgardner</i>	<u>6-30-81</u>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature) Date	
		State Auditor/Designee <i>[Signature]</i>	<u>7-15-81</u>
		Secretary of State/Designee <i>Carell Hart</i>	<u>7-13-81</u>
		Attorney General/Designee <i>[Signature]</i>	<u>7-21-81</u>



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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Vocational Education Division of Vocational Instruction Trade and Industrial Education Atlanta, Georgia	Application Number 81-324	
Application Number		Date Received MAY 13 1981	Date Completed MAY 21 1981
2. Person to Contact Earl Williams		Working Title State Supervisor	Telephone Number 656-2554
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supercede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1976 to date		5. Records Series Title (followed by title used in office, if different) Trade and Industrial Education Administrative Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Vocational Instruction is responsible for developing policy relating to vocational instruction at the secondary and postsecondary level; participating in the development of the State Plan for Vocational Education; developing vocational education program standards relating to instructional areas; providing consultative services to local school systems involving all phases of the instructional process; participating on evaluation of local school systems' vocational programs; reviewing architectural plans for local school systems' vocational facilities; reviewing request from local systems for the purchase of equipment; reviewing vocational education instructional materials; reviewing preservice and in-service training programs; and supervising vocational student organizations at the state level.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: administering the activities of the Trade and Industrial Education program in Georgia. Included are: copies of expense statements, and itineraries; budget information; printing requests; telephone logs; office personnel files; mailing labels; leave reports; inservice training and conference data; copies of unit objectives; copies of teacher certification guidelines; reference copies of reports and regulations of interest to the unit; and, related correspondence. File is arranged: chronologically by fiscal year, thereunder alphabetically by subject			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 3 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 2 _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>ETW L. C. Landrum</i>	8/12/81	Walker L. Baumgardner	5/12/81
State Records Committee (Signature) _____ Date _____			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	5-19-81
		Secretary of State/Designee	5-18-81
		Attorney General/Designee	5-14-81